



## SENIOR CENTER MANAGER

**Are you passionate about providing seniors with an environment that enables them to lead full and satisfying lives? If this opportunity sounds rewarding to you, apply today!**



**Recruitment Open Until Filled**

---

## WHAT MAKES FREMONT SPECIAL

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont is nationally recognized as a hub for advanced manufacturing across a diverse set of industries, including biomedical, clean technologies, and semiconductor/electronics. Anchors like Tesla Motors are leading to rapid growth of a broader supply chain, which includes a significant number of small to mid-size manufacturers establishing operations in the City.

Fremont prides itself on a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. The City of Fremont is aging friendly. As a full service city, Fremont employs over 882 regular employees and has a total annual budget of \$289.4 million with a \$174.3 million general fund.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. Think Fremont!

## THE POSITION

The current vacancy is in the Aging and Family Services Division of the Human Services Department. The position reports to the Aging and Family Services Administrator. The selected candidate will have the opportunity to work in a fast paced, customer oriented, multi-service senior center which is a hub of activities and services for seniors from diverse cultural backgrounds.

## EXAMPLES OF RESPONSIBILITIES

- ♦ **Facility Management:** manages the Fremont Senior Center which offers multiple programs for seniors during weekdays and facility availability for community activities on a rental basis during evening and weekend hours.
- ♦ **Supervision:** plans, assigns, supervises and reviews the work of direct staff, volunteers and contract service providers, either directly or through a subordinate level of supervision. Staff includes professional chefs, office support, program staff, rental coordination staff and building attendants.
- ♦ **Programs:** Monitors the quality and type of programs offered at the Center to best meet community needs and insure the programs are attractive to older adults. Oversees substantial meal program.
- ♦ **Budget and Finance:** Drafts and monitors the senior center budget.
- ♦ **Policies and Procedures:** develops and implements policies and procedures to improve service delivery, efficiency and effectiveness.
- ♦ **Fundraising:** is responsible for utilizing the senior center facility and programs to assist with fundraising and resource development for all coordinated senior services.

## THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE

Any combination of education and experience that provides the knowledge, skills and abilities necessary to satisfactorily perform the job, such as a Bachelor’s degree in social work, recreational administration, sociology, gerontology, or a field related to the work plus three years of service provision for seniors, one year of which is in a supervisory capacity.



Possession of a valid Class C California Driver's License.

## COMPENSATION

The annual salary for this position is \$77,145 - \$104,146, depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at [Fremont.gov](http://Fremont.gov) or by using this link: [Benefits Summary](#)

## SELECTION PROCESS

The process may include individual and/or panel interviews, written exam, fingerprint check, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## READY TO APPLY?

To be considered for this position, apply online by submitting a completed **City application**, **resume** and **cover letter** through our online application system: [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs)

## REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**

### Tentative Recruitment Schedule

First Review of Applications: September 11, 2015

Panel Interviews: October 2015

Hire: November 2015

## HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538 15HS12 Posted 9/3/15

